

**MINUTES OF THE REGULAR MEETING OF THE  
GLEN ROCK PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, June 8, 2023 at 7:00 pm**

- 1. CALL TO ORDER:** The meeting was called to order by President Rachel Feinmark at 7:03 pm in the Library

Board Members:

President: Rachel Feinmark	present
Vice-President: Matt Jacobs	present
Treasurer: Dan Lesso	absent
Secretary: Kathleen Walter	present
Mayor's Alternate: Jill Orlich	absent
Superintendent's Alternate: Lisa Tomaselli	present
Trustee: Christa Folco	present
Trustee: Jeff Schlecht	present
Trustee: Maggie Jacoby	present

Ex-Officio Members:

Library Director: Ellen O'Keefe	present
Friends of the Library Co-Chair: Ludmila Golad	present

Others:

Recording Secretary: Catherine Dodwell	present
Business Manager: Kathy Simmons Collins	present

- 2. ADEQUATE NOTICE OF THE MEETING:** Rachel Feinmark announced that all requirements of the Open Public Meetings Act have been fulfilled: the date, time, and access to this meeting have been advertised in the official newspapers; posted on the Library and Borough websites; and posted at the main entrance of the Library.
- 3. MINUTES:** Minutes of the May 10, 2023 Regular Meeting were accepted by consent as distributed.
- 4. WELCOME TO VISITORS AND INSTRUCTIONS ON WHEN TO ADDRESS THE BOARD:** Rachel Feinmark announced that public participation and remarks are welcome and provided guidance for comment.
- 5. PUBLIC COMMENTS:** none
- 6. CORRESPONDENCE:** none

## **7. DIRECTOR'S REPORT:**

- Ellen O'Keefe reported that \$28,643 in supplemental funding granted by the Borough will be retained as part of the "hold back" for the Library's annual salary and benefit payments; the Library's annual budget will reflect this increase.
- Ellen displayed the temporary plaque that she created acknowledging the purchase of tables and chairs in memory of Judy K. Westerman; the dedication ceremony is scheduled for June 11 at 1 pm; Georgene Betterbed is coordinating the refreshments; Kathleen Walter will officiate as the MC; the Board felt the invitation to this event should be posted to the website since many residents in Glen Rock knew Judy; Georgene will follow-up with the completion of the plaque as the vendor is currently experiencing delays.
- The windows were cleaned on June 5 by a single worker; Almstead will be mulching, trimming the trees and bushes and fertilizing the lawn as part of the annual landscaping maintenance; parts to repair the HVAC unit #5 have been ordered and permits secured; the window cleaning and landscaping are budgeted items; Brian has power washed the Rock Road entrance and will be painting the exterior trim surfaces as well as repainting bookshelves in the Children's Room and cleaning all exterior window sills.
- Ellen suggested to the Friends that they set up a credit card to be used for renewing subscriptions and other library related expenses that cannot be completed by check; Ellen and other staff members have been forced to use personal credit cards for conference registrations and purchases for programs. Ludmila Golad indicated that the Friends do have a credit card to use for this purpose and will discuss this at the next Friends' meeting; the Borough is not in favor of the Library having a P-card.

## **8. TREASURER'S REPORT/MAY BILLS TO BE PAID:**

- The Treasurer's Report was accepted by consent as distributed. It will be filed for audit.
- Christa Folco moved to pay the June bills as presented. Second: Lisa Tomaselli. Motion carried.
- Upon review of the account balances, Kathleen Walter suggested seeking a higher interest rate for the account currently earning .07 percent. She suggested the investigation of CDs as an investment tool.
- Trustees will develop their own email for banking separate from all other personal and business accounts.

## **9. REPORT FROM THE FRIENDS OF THE LIBRARY:**

- Ludmila Golad reported that the Readathon was a complete success and she anticipates the total revenue will be higher than previous years.

- Ludmila indicated that the book sale generated a total of \$4000 on the sale of mostly children's books.
- Arrangements for the Wine Tasting scheduled for November 4th are progressing; five wine purveyors will have stations with their selections. Kathleen Walter suggested having a guitar player for background music and will make arrangements with a GR high school student.
- Ludmila reported that Caroline Lederer has been a great membership chair and currently the Friends have the highest number of members.
- Amanda Marcalus has arranged for many talented artists to display in the Gallery and has booked future commitments with them.
- The Friends of the Library are looking for a Secretary.

**10. FOR INFORMATION:** none

**11. FOR DISCUSSION:** none

**12. FOR ACTION:**

- a. Matt Jacobs moved to accept the resignation of Lisa Tomaselli from the Library Board of Trustees. Second: Kathleen Walter. Motion carried.
- b. Resolution 2023-07: Kathleen Walter moved to appoint Lisa Tomaselli as the Interim Library Director for 20 hours per week at a rate of \$51.56 per hour effective June 9, 2023. Second: Christa Folco. Motion carried with the following roll call vote: 6 yes, 0 no, 0 abstentions.  
Lisa Tomaselli indicated that the Byrd School librarian, Jamie Britton will serve as the Superintendent's Alternate.
- c. Resolution 2023-08: Kathleen Walter moved to authorize the payment of eight vacation days to Ellen O'Keefe. Second: Matt Jacobs. Motion carried with the following roll call vote: 6 yes, 0 no, 0 abstentions.
- d. Resolution 2023-09: Kathleen Walter moved to pay Theresa Sarracino a \$750 stipend per pay period for four pay periods beginning June 17, 2023 for extra work to support the part-time Interim Director. Second: Christa Folco. Motion carried with the following roll call vote: 6 yes, 0 no, 0 abstentions.

**13. COMMITTEE REPORTS:**

- a. Finance: no report
- b. Personnel:
  - Kathleen Walter reported that several resumes have been received in response to the advertisements for a Library Director; she discussed plans for the process of the Director search and proposed names for participation on a Search Committee.
  - Ellen O'Keefe recommended that a full-time children's assistant position be split into two part time positions: one for 28 hours, the other for 15 hours following the resignation of the current full-time

children's library assistant. The Board will advise the Interim Director to pursue this at the end of June when the resignation becomes effective.

- c. Buildings and Grounds: previously covered
- d. Planning: no report
- e. Technology: no report
- f. Ad Hoc: as part of the effort to increase library funding, Ellen O'Keefe proposed organizing a campaign to pursue the Johnson Act which permits libraries to receive additional funding from taxpayers.

**14. UNFINISHED BUSINESS:** none

**15. NEW BUSINESS:** Lisa Tomaselli announced that the Library Board will meet in July and August.

**16. ADJOURNMENT:** Christa Folco moved to adjourn the meeting at 8:25 p.m.  
Second: Kathleen Walter. Motion carried. The next meeting is scheduled for Thursday, July 13 at 7:00 pm.

Respectfully submitted,

Catherine M. Dodwell  
Recording Secretary

Rachel Feinmark  
Board President